

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 27**

**AIR NATIONAL GUARD
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SUPPLY

**RESEARCH AND RECORDS
MAINTENANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Manual 23-110, Volume 2, Part 2, Chapter 27, *United States Air Force Supply Manual*, 1 January 2005 is supplemented as follows. This publication applies to all Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through the Logistics Readiness Officer to (ANG/LGRMP), 3500 Futchet Avenue, Andrews AFB, MD 20762-5157.

27.143.5. Letters, Information Management Tools (IMTs), and Forms. Establishing an organization account and appointing an equipment custodian. NGB 101, *Organization Account Code Request*, will be used when establishing an organization account. The equipment custodian may be requested on a letter or form with a copy provided to Equipment Management for their action. (See Chapter 22, Section 22C concerning equipment custodians.)

27.145.2. Ensure Accounting and Finance Office (A&F) completes Section C of NGB 101 and work with A&F to obtain additional data as required. Coordinate with the Supply Policy and Procedures Flight to ensure there are no planned or projected mission changes that could impact the assignment of organization code(s).

27.149.1. The Management and System flight will be responsible for maintaining or monitoring the following files and listings:

27.149.2. The Organization Effectiveness Report (M24). Review for errors and update current list as changes are made and verify changes upon receipt of new listing. Maintain report on file until superseded by the next month's copy.

27.149.3. The Organization Cost Center Record (OCCR) File. An OCCR file will be maintained with each folder containing all the supporting documentation for adds, changes, and deletes of organization records. Maintain the supporting documentation in organization code sequence.

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